



# Working Digitally

Guidelines for online video meetings and workshops

- Our Zoom meetings will be password protected. Please do not share the link to the meeting or password with anyone outside of our group.
- Your name will appear in the box with your video in it on Zoom. Make sure that the name on your screen is not your full name, your first name or nickname is fine. If you don't know how to change how your name appears, please ask.
- The chat function in Zoom can be used to ask questions or make points when we are not recording.
- Choose an appropriate place in your home to participate in the live video meeting, and somewhere that is quiet with good lighting.
- Do not record or take photos of the sessions.
- If an activity is recorded this will only be done by the Milk Presents and with prior consent of all participants.
- Milk Presents will only share content using official company accounts.
- Final edits will be shared with you before sharing any content on a public platform.
- Make sure you are on time to rehearsal and film meetings. If you are running late please inform Ruby at [ruby@milkpresents.com](mailto:ruby@milkpresents.com)
- Come prepared to sessions, including having any costume, props etc. to hand if previously asked for them.
- Please make sure you have access to a pen and paper to make any necessary notes in each session

Every person in a Milk Presents workshop is to be treated with respect. Every person in our workshop is welcome to change their pronoun or name at any time and this will be respected by the group.

## Zoom etiquette and keeping yourself and others safe

- Respect everyone's input and give each other time to respond.
- Be kind.
- Be mindful of who is speaking. You can mute your mic when not talking to help reduce background noise.





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- Keep yourself safe – don't share anything you don't feel comfortable to.
- Think about what is in the background of your video – make sure there is nothing that reveals your address, your school or college, or any other specific location you visit regularly.
- Make sure the people you live with know you are on a live video meeting. Ask them to not come into the space you are working in, and to respect that you are working. Explain that you can't include them in the activity.
- Dress how you would dress for a meeting or rehearsal with Milk Presents.
- Remember it's easy to misinterpret things online.

If you are ever concerned about anything that is happening in the session, or the behaviour of anyone else in the session, please contact Ruby on [ruby@milkpresents.com](mailto:ruby@milkpresents.com)

## Safer Spaces policy:

- Oppressive behaviour will not be tolerated. Racism, sexism, classism, homophobia, biphobia, transphobia, disableism, fatphobia, ageism or discrimination on basis of ethnicity, immigration status, or religious, cultural, and/or spiritual beliefs, or any other kind of oppressive behavior is unacceptable and will be challenged.
- Don't make assumptions about someone's identity and avoid making generalised or sweeping statements, as people may experience the world differently to you.
- Please give content warnings if something you are going to say may be upsetting to others.
- Please respect people's privacy and do not photograph or record in the session.
- If you encounter any oppressive behaviour from participants or facilitators we encourage you to speak to a member of the team in the break or privately message them in the chat. We also have an [anonymous form](#) where you can document your experience and request a further conversation with an appropriate member of our team.

